

<b>Standard Operating Procedure</b>	NO: 01-01-03
Scriba Volunteer Fire Department Scriba, NY	Date: 04/15/2017
Topic: General	Page <b>1</b> of <b>1</b>
Title: CONFIDENTIALITY POLICY	Revision: 0                      Date:

## **Purpose**

To establish a guideline to ensure the integrity of all information entrusted to members of the department during the course of their duties.

## **Guideline:**

- All medical and personal information obtained during the course of any activity by this agency is strictly confidential and should not be shared with anyone that does not have a direct need to know.
- Any security information obtained during preplan sessions stays within the department.
- If approached by any media or individual requesting information about an incident or the department's operations refer them to the incident commander or the Chief's Office as appropriate.
- **WHAT YOU SEE AND HEAR, STAYS HERE!**